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14 JUN 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
14 June 1974

1. Handicapped: We have been informed by the Civil Service Commission that our Affirmative Action Plan for the Handicapped has been approved. To continue implementation of the Plan as approved by the Director on 4 June 1974, we have received from the Civil Service Commission additional literature and are communicating further with the CSC people to obtain publicity material. Our next step will be to levy requirements on area personnel officers for information concerning who the handicapped are in their components and supporting information on each of these employees.

2. Summer Interns: All but two of the Summer Interns in process are now cleared. One is scheduled for pre-employment processing on 17 and 18 June. We are awaiting medical information on the other. Two of those cleared this week are black. In addition, three other black students are now on board. Seven interns entered on duty 10 June for a total on board of 33. Ten more are scheduled to EOD on 17 June and three on 24 June. The preliminary class roster and statistical summary are being prepared. The Coordinator for Cooperative Programs, [REDACTED] is continuing to talk with the interns as they EOD.

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3. Co-op Program: The meeting of [REDACTED] with the President of Capitol Institute of Technology on 7 June was very useful. The Office of Communications is studying the information provided them by [REDACTED]. We plan a joint OP/OC visit to the school to inspect their laboratories and talk with some of the professors.

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4. Upward Mobility: Eight Upward Mobility Program applicants are fully cleared to EOD on 11 July 1974. So far, eight other applicants have cancelled -- three by us and five by the applicants. Nineteen remain in process. 15 July is the date on which classes will start in the Civil Service Commission. We hope to have at least 15 EOD's.

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5. Summer Only Program: As of 13 June, 199 summer-only employees had entered on duty.

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6. Mini Seminar on Retirement: On 12 and 13 June three representatives from Retirement Affairs Division conducted a "mini" retirement information seminar at [REDACTED]. The first day was devoted to staff/rotational personnel who were a mixture of Civil Service and CIARDS. The second day was devoted to contract/local employees of Civil Service only. On both days however, the format was the same -- a presentation of benefits, followed by question and answer period, and then private and individual discussions with persons who requested same.

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7. Briefing: Members of the Plans Staff and [REDACTED] Deputy Director of Personnel for Plans and Control, gave presentations on personnel management to the Advanced Management Seminar on 13 June 1974.

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8. Resources Committee Meeting: Plans Staff members and [REDACTED]

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met with [REDACTED] of M&S to prepare for the M&S Personnel Resources Committee meeting today.

9. Executive Pay: We forwarded, after coordination with the Legislative Counsel, a letter to the Director, Bureau of Policies and Standards, U. S. Civil Service Commission, providing background pertinent to Chairman Hampton's testimony on S 3049, S 3550 (Executive Pay Bills).

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APP: We distributed to the senior personnel representatives of Services copies of the printed format for FY 1975 APP report and instructions. Also, we met with these representatives reporting procedures and to answer questions pertinent to the format of APP reports.

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Lecture: On 7 June 1974 [REDACTED], Chief, Review of the Intelligence and World Affairs Course on significant issues in Agency personnel management and answered numerous questions raised by the students.

12. Position Management:

a. Work continued on the supergrade survey. Most of the descriptions have been received except for a few in the DDO area, and we expect the remaining descriptions for the DDO within the next week.

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b. A trip was made to an IBM facility in Franklin Lakes, New Jersey to visit a word processing component and develop information to help in establishing the staffing pattern for the Office of Training unit.

c. A meeting was held with officials of the Office of Security to discuss implementation of the OS survey. A later meeting has been scheduled for 24 June 1974.

d. The Office of Medical Services survey report has been completed and is being prepared for submission to that office.

25X1A e. In the job restructuring project an upward mobility program is being developed for OTR.

25X1A 13. Suggestion Awards: The Civil Service Commission sponsored a seminar on Improving the Federal Incentive Awards Programs, which was held on 11 June. [REDACTED] Chief, Information Sciences Training Staff, Office of Training, was one of the key speakers. The Executive Secretary of the CIA Suggestion Awards Committee, [REDACTED] and 11 other Agency personnel involved in the Agency's program attended the seminar.

25X1A 14. Termination -- Retired Annuitant: During the week the following retired annuitant with the Directorate of Management and Services was terminated:  
[REDACTED] -- Office of Joint Computer Support -- contract employee.

15. EAA Talent Show: The EAA Talent Show was held on 12 June in the auditorium during lunch hour. Approximately 160 employees attended and the musical presentations were well received.

#### Coming Events

25X1A 1. Our Coordinator for Cooperative Programs, [REDACTED] will attend the annual conference of the American Society for Engineering Education in Troy, New York, 16-20 June. In addition to workshops, he will attend the Board of Directors meetings of the Cooperative Education Division, chair the meeting of the Research Committee, and participate as a member in meetings of the Nominating and Federal Funding Committees.

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2. Position Classification survey activities will continue. Work will also continue on the FLSA designation of employees and on the testing for the STAFFING Project.

3. We will continue work on the development of the FY 1974 OP Annual Report.

4. [REDACTED] will assist in the EEO presentation to the students of the Advanced Intelligence Seminar.

5. Messrs. Janney and [REDACTED] will visit Mr. Rosen of the Civil Service Commission on 19 June to request an exemption for the Agency from CSC auditing of our FLSA overtime practices.

6. The Red Cross has levied a special request on the Agency to provide 325 pints of blood for July. This is approximately double our normal quota and an all-out effort will be required to reach this goal. Requests will be sent to the blood donor representatives in all Directorates for their assistance.

(Signed) F. W. M. Janney

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Director of Personnel

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